



## HRG Memorandum 14-25

**To:** KEHP Human Resource Generalist (HRGs)

**From:** Department of Employee Insurance (DEI)

**Re:** Open Enrollment

**Date:** October 9, 2014

Open Enrollment is right around the corner... **Monday, October 13!**

1. **Mandatory, active enrollment** – everyone **MUST** enroll before midnight on October 30.
  - Encourage your members to enroll online – less paperwork for you and less paperwork for us.
2. **HRBEN0073 Enrollment Report** – please run to see who has not enrolled – remember these key points:
  - Must be run before 7:00 a.m.
  - Must use an appropriate “OE NOT ENR” variant for your organization, enter your organization structure filter and ensure the “Other” keydate field has 1/1/2015 date
  - Refer to [The Benefits Administration User Guide](#), page 123, for specific instructions
3. **Paper Applications:** remember to send the following paper applications to DEI:
  - Applications signed past the OE deadline
  - Cross Reference health and FSA applications
    - Applications for members cross referencing with a KRS or KTRS retiree **MUST** be signed by the KRS or KTRS IC

**NOTE: please send paper applications as you receive them**
4. **Tobacco Status:** Always update the tobacco status effective 1/1/15 before you enroll the member on HRBEN0001, even if the employee has the same status as last year. Be careful of the start date – the system will default today’s date and you must change it to 1/1/15.
5. **Qualifying Events** that occur between Open Enrollment and January 1, 2015, must be submitted on 2014 Add/Drop form and 2015 Add/Drop form.

